

Continuous

# CAREER OPPORTUNITY

## Eligibility Worker III

### MONO COUNTY DEPARTMENT OF SOCIAL SERVICES

Application Deadline: **continuous** Monthly Salary: \$3,349.00 - \$4,071.00

Written Examination:  
To be determined

Oral Examination:  
To be determined

#### Location:

The administrative offices for the Mono County Department of Social Services are located in Bridgeport, Mammoth Lakes, and Walker, California.

The existing list will be abolished upon the completion of the examination.

#### The Position

Under limited supervision, the Eligibility Worker III performs the most complex work and specialized assignments requiring an advanced level of technical knowledge in public assistance programs, departmental processes, and caseload administration. Incumbents may be responsible to perform help desk functions, specialized casework functions, provide lead direction, and/or training to a unit of workers determining eligibility of applicants and recipients for public assistance programs; perform interactive interviewing and fact gathering; identify needs and make appropriate referrals for health, social and/or employment services; and perform related work as required. Other assignments may include quality control and/or quality assurance reviews, early fraud prevention programs, representing the county in administrative appeals and fair hearings, or performing other specialized assignments.

#### Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee an invitation to the test.

One (1) year of full-time experience performing duties comparable to the Eligibility Worker II classification.

#### Additional Information

A valid drivers license may be required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the Merit System Services bilingual examination (written and oral components) prior to appointment

Applications will be accepted for this position on a continuous basis. An examination will be scheduled once a sufficient number of applications has been received. MSS reserves the right to close this recruitment at any time.

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Mono County is an Equal Opportunity Employer  
Women and minorities are encouraged to apply

### HOW TO APPLY FOR THIS EXAMINATION

Click on the "Apply" button. Once you complete and submit your application you will receive a confirmation email. If you do not receive this email, Merit System Services did **not** receive your application. If you need help submitting your online application, please call (916) 263-3614.

### THE EXAMINATION PROCESS

Your application will be screened against the Minimum Qualifications for the position. Approved applications may be evaluated further to identify the most qualified applicants. Once your application has been evaluated, you will be notified of your status via U.S. Mail. Selected applicants will be invited to the next step of the examination process; see tentative dates on the front of this recruitment bulletin.

The examination process may include one or more of the following components: application evaluation, competitive rating of the application; supplemental questionnaire; written examination; job related exercise; and/or oral examination.

### SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific day or date. If you require such special arrangements, it is your responsibility to provide Merit System Services with documentation explaining the nature of the special arrangements needed. You must also call Merit System Services at (916) 263-3614 at least two weeks prior to the estimated test date(s) printed on the job bulletin.

### FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree equivalency along with their application. You may contact Education Records Evaluation Service, Inc. (916) 921-0790 or visit their website at [www.eres.com](http://www.eres.com) for information on equivalency. Additional organizations that provide foreign education credential evaluation services can be found at [www.naces.org](http://www.naces.org). MSS will accept verification of degree equivalency from any of the listed member agencies.

*Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.*